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Secretaries, Clerks, Administrative Assistants
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PRESIDENT'S MESSAGE

Eleanor M. Dearden

One of the greatest joys that comes from sharing in the work of the National Association of School Secretaries is the opportunity given to meet and know so many fine persons. Drawn together by mutual interests, acquaintances soon become friends.

The stimulation that comes from meeting with persons engaged in similar work and discussing common problems was experienced by all who attended the Atlantic City meetings. The enthusiastic and spontaneous participation in the group discussions and the attendance at all of the meetings proved the intense desire of our group to grow professionally. Elsewhere in this issue you will find a detailed account of the meetings in Atlantic City.

Professional status for our group will result only as we ourselves strive to improve. With the encouragement given by colleges and universities through offering workshops and institutes to facilitate our efforts, marked progress should be seen in the next few years.

The summer meeting of the association is to be held in Cincinnati, Ohio. Plans are still in the formative stages. The NEA meets from July 7 to 11. It is hoped that we can have an institute for two days prior to that with our departmental meeting on July 7. Tentative dates set for our group are July 4 - 8. Unfortunately, hotel assignments have not yet been made by the NEA so that we cannot announce our headquarters, but information will be sent to all members as soon as it is available.

Again this summer a number of workshops and institutes will be offered to school secretaries. Northwestern University has announced a week's institute to be held August 4 to 9. The University of Maine is to hold a week's workshop for secretaries, also August 4 to 9. Purdue University is to have a workshop again this year, August 4 to 9. Columbia University will hold a workshop again this year also, July 29 to August 2. More detailed plans about these workshops are given in another section of this issue of the magazine.

We sincerely hope that all who possibly can will come to our meetings in Cincinnati and also will plan to attend one of the workshops or institutes arranged for school secretaries.

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**MID-WINTER MEETING
NATIONAL ASSOCIATION OF SCHOOL SECRETARIES
ATLANTIC CITY, NEW JERSEY**

March 1-2, 1947

The afternoon program of the midwinter meeting of the National Association of School Secretaries was held on Saturday afternoon, March 1, 1947, in Cambridge Hall at the Hotel Claridge, Atlantic City, New Jersey. Miss Eleanor M. Dearden, President of the National Association, presided. Miss Dorothy Low, President of the New Jersey Association, and Miss Catherine Raftery, President of the Philadelphia Association, brought the greetings of their respective groups.

Miss Anna M. Gloor of East Orange, New Jersey, gave the following summary of the Discussion Groups which were held during the morning:

Twelve elementary school secretaries met to discuss a variety of their common problems such as: Filing, indexing, record keeping, interchange of records, advantages of greater uniformity in types of records kept; correspondence contacts; with parents in cooperation with school nurse, counselors, teachers, attendance officers; First Aid in the absence of a doctor or nurse; amount of authority the school secretary may have or exert; cooperation with teachers, supervisors, visitors; responsibility in respect to payroll and reporting of teacher absence. Admission of pupils, vaccination, etc. Answering the telephone, general knowledge of the school system, and necessity for its use. Various reports, such as weekly, monthly, semi-annual, annual, bi-annual, milk subsidy reports, visual education reports. Hours of work, the use of "transient" secretaries, regulations concerning absence and cumulative absence.

Fannie Barmish of Philadelphia was discussion leader. The points of view expressed reflected a great similarity in things called "problems", and many constructive suggestions for their handling were forthcoming. Girls from widely separated areas were present. Those present decided to interchange records of various types.

Eight junior and senior high school secretaries gathered to discuss their responsibilities. Informally, before the meeting opened, those around the table compared notes on the number of people serving their various school offices as compared to the total enrollment. This was carried into the meeting proper. It was pointed out that, though there was great divergency in the *number* of people on the office staff, there was also great divergency in the internal organization of the various schools and it was agreed that one had a bearing on the other.

Records of various kinds stimulated discussion. Whether she came from Michigan, New Jersey or Pennsylvania the high school secretary is concerned with the mechanics of attendance—keeping and reporting in all of its aspects; with college records; and pupils' cumulative and academic records.

She was likewise interested in *why* she does certain types of reports and what use is made of these reports afterward. After a full and free expression of views, it was agreed that from the high school secretary's point of view her "problems", i.e., the technical ones, were the result of planning (or the lack of it) by those in higher authority than hers and that the work of the school office, in a large measure either reflected that planning or its lack.

In general, it was agreed that an ephemeral something, call it "educational engineering", was called for on the part of the administrators. As a complement to this it was felt that the secretary who has a part in working out

these problems does a better job. Some felt that the presence of administrators at such a discussion as this would be helpful.

The point was also made that in doing the work that needs to be done, care should be taken not to put the cart before the horse. In this situation our first job is to assist in providing a place where better education for children can take place. Anna Gloor of East Orange and Helen Jasienski of Trenton were leaders.

Twenty-two girls from the administrative offices gathered to discuss the general organizations of the large city administrative office. They came to the conclusion that definite similarities existed in each community but that the range of differences was great. These differences appeared chiefly in the scope of service by the school boards. Some provided wide and free use of facilities for recreational use, evening and adult education. Others were very limited.

A feeling seemed to exist that more specific information concerning salaries, preparation, and classification of responsibility on a national basis would be helpful. Catherine Raftery was discussion leader.

Twelve secretaries in small administrative offices, in a quick survey, revealed that approximately one-half of the girls present had responsibilities both to the Board of Education and the Supervising Principal.

Payroll procedure was one of the common problems. Personnel Records were also discussed; also controls which were centered in the superintendent's offices such as who selected teachers, substitutes, purchased supplies, etc., were discussed. The group's final discussion centered around the need for certification of school secretaries. Dorothy Low of Ridgewood was discussion leader.

There were two speakers for the afternoon session, both of whom gave talks which were interesting, enlightening and instructive. Dr. William M. Polishook, Director of Guidance and Head of the Business Education Department at Clifford Scott High School in East Orange, New Jersey, entitled his talk "Measures of Efficiency."

He pointed out that secretaries will benefit from the improving status of teachers only as they are qualified to do so. Every secretary needs to evaluate herself and make necessary improvements if any are necessary. Dr. Polishook has just finished giving a course for school secretaries at New Jersey State Teachers College, Paterson, which was designated as a Workshop, and girls taking the course received two points of college credit. One of the interesting sidelights in connection with the course was the discovery that in a great many instances principals do not really want a "trained secretary", they want to train the girls themselves.

Our work is a worthwhile career, but in looking forward we must set up standards for our group, such as the issuing of a license or certificate to those qualified.

The measures of efficiency for school secretaries must be built around three competencies: 1. Personality, 2. Skills, 3. Occupational Intelligence. Standards of personality that a school secretary must uphold are no different from those that any good, wholesome person might have.

1. Discussing the unusual elements of personality he used as a guide material set up by the Harvard Graduate School of Education. Under the listing for personality traits were the following: Mental Alertness, Initiative, Dependability, Cooperativeness, Judgment, Personal Impression, Courtesy, Health and Organizing Ability (housekeeping trait). We should have a sufficient degree of them to be competent.

Some ways of telling whether these personality factors exist in a given office are these: Do teachers "come to the office" freely? Are you included in their professional undertakings? Do you take part in plays, drives, meetings?

2. Skills—What measurable skills should a school secretary have? They should have a knowledge of typewriting, shorthand, filing, office machines, etc. Dr. Polishook said that he was appalled by the lack of labor-saving machines in most school offices. The questions prompted by thoughts about secretarial skills are worth consideration: Are you getting work done on time? Does it take an intense effort to do the job? Do you have something "new" in your office often enough to attract attention? Are you forever in a dither about your work? When you leave work are you nervously upset?

3. Occupational Intelligence—The goal of education is to make a good citizen. In order to do this we must understand something about schools; about education and educational terminology and words that are used in education. We must know what schools are set up to do, the purpose of our own particular school. The many things in which we participate must make sense to us. We should aim to be intelligent workers rather than people who take orders.

As a final consideration Dr. Polishook talked about the "flow of work" in our offices. He stressed, as important factors in easing that "flow", the organization of physical equipment on a functional basis, the organization of personnel to insure the flow of work, and orderliness.

* * * *

Dr. John Waldman, Superintendent District 7, Marshall School of Philadelphia, Pennsylvania, talked to us on the topic "The Future of the Secretary." He stated that he had just completed a two-year survey throughout the country as a whole and in Philadelphia in particular to see what could be done to meet the increasing demand for secretarial work. Dr. Waldman told us that one of the first references which was ever made about a "secretary" was in Roger Asham's book "Compleat Amanuensis." In his prediction of things to come Dr. Waldman stated that there seems to be two trends in our work:

1. The ever-increasing volume of paper work.
2. The trend which comes about us as we gradually become a community force and influence. The Principal has to be out of the building at meetings, etc., which leaves the secretary in charge.

In order to become really professional you have to *want* to do. Through organization it should be possible in the years to come to have entrance qualifications parallel to those of a teacher. At the present time about 50% of school secretaries have only four years of high school training and only about 10% have college education or its equivalent. To become of professional status you must go through the throes of achieving that training.

The National, State and local associations need to work toward the training of secretaries, plus certification, plus retirement, plus salary. Salary is the concrete recognition of work. This can be done in part through Conferences, Workshops, and in encouraging girls to take college courses. All of these things may not be accomplished so that they will aid us, but we will have to work for the next generation.

Edith A. Hickey
Thomas Jefferson High School
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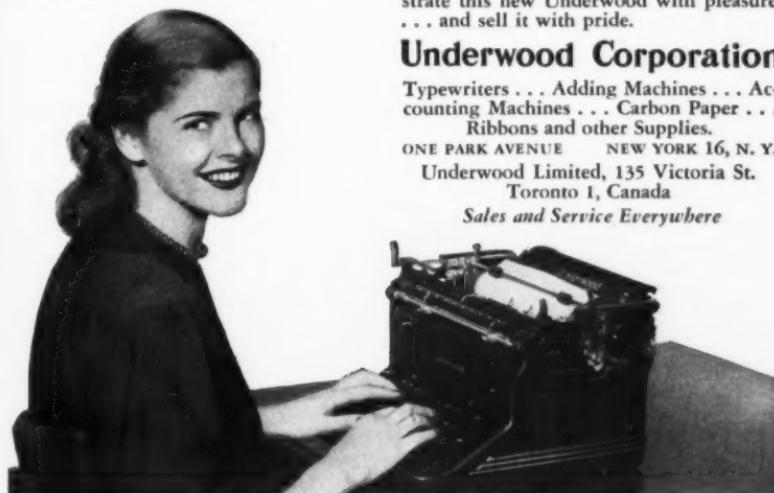
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ADVISORY COUNCIL MEETING

ATLANTIC CITY

A meeting of the Advisory Council was held in Atlantic City on Saturday morning, March 1, 1947, in the Hotel Claridge. Twenty-two members represented the following ten affiliated organizations: Illinois Association of School Secretaries, Indiana Association of School Secretaries, Massachusetts Association of School Secretaries, Michigan Association of School Secretaries, New Jersey Association of School Secretaries, Pittsburgh (Pa.) Association of School Secretaries, Pennsylvania State Association of School Secretaries, Ohio Association of Public School Employees (Department of School Secretaries), Virginia Association of School Secretaries, and Washington, D. C., Secretaries Association.

Of the twenty-two members, twelve attended the meeting in person and ten were represented by written opinions on the questions brought before the group. Five of the ten represented by written opinions were not able to arrive in time for the meeting due to train connections; the other five were not able to attend the convention.

The following matters were considered and voted upon:

It was voted that the National Association of School Secretaries would make a salary survey of the entire country for the year 1947-1948 according to the size of cities, and that a second tabulation be made dividing the country by sections—North, South, East and West.

Following a discussion as to the type of program for a summer convention, it was agreed that a convention be planned on the basis of three major items—discussion groups for the thrashing out of ways of doing comparable jobs; a good speaker on a subject outside of our immediate practical field, and a good entertainment program.

In the matter of workshops it was agreed that workshops should be initiated by local and state associations, and that publicity for them should be sponsored in THE NATIONAL SECRETARY.

Two members from the Advisory Council were elected for the Elections Committee as follows:

Washington, D. C., Secretaries Association—Mrs. Agnes S. Hill, Secretary to Divisional Director, Munch School, Washington, D. C.

Philadelphia, Pa., Secretaries Association—Miss Catherine Raftery, Board of Education, Philadelphia 3, Pa.

There will be a meeting of the Advisory Council at the summer meeting in Cincinnati. Any affiliated group who has not sent the names of their representatives should do so immediately. Please write to Mildred Farner, Box 28, Findlay, Ohio. Miss Farner will keep the representatives informed concerning the plans for the meeting in Cincinnati. Any state or local group who has not affiliated are welcome to join.

SUNDAY MORNING BRUNCH AT THE CLARIDGE

Sunday morning I awoke at eight thirty—no alarm clock rang—mother wasn't calling—and Richard hadn't opened the door. I awoke because I had a date at ten thirty for Brunch in the Cambridge Hall of the Hotel Claridge. A look at the window told me that a New York mist was covering the skies of Atlantic City and dropping dew throughout the shore resort—or at least I imagine that's what the New Jersey Chamber of Commerce would say in their report. I hurriedly dressed and left my room. Going down on the elevator my thoughts went back to the night before and the wonderful informal party I had attended, where a good time was had by all, I was remembering mostly the prize I almost won. I picked up my stomach, put back my teeth and left the elevator, and now I stopped. It was too early to enter the Cambridge Hall, the committee would be at work, and perhaps they wouldn't let me in. I had that "I want a cup of coffee" look in my eyes and someone might notice it. I decided to brave it all and marched myself right into the Hall. The committee was running about hither-thither. I dared walk around, everything was so neat, so orderly, so well done. At least twenty-five tables, seating for ten each, were set up, with white table cloths, palms in the center, and a wooden cart with a paper porter pushing it. The cart contained 2 x 2 carton-like suitcases filled with taffy. Everything was too wonderful, I didn't want to leave. I mumbled something about "could I please help?" The committee was very nice and said I could help if I didn't break anything. I knew I couldn't promise this so I tiptoed out.

At ten thirty right on the dot I was walking back into Cambridge Hall where approximately 205 superintendents of schools and secretaries gathered together to enjoy the Brunch.

Mrs. Virginia A. Halsey, Past President of the National Association of School Secretaries, read the Invocation, after which a most delightful brunch was served.

Mr. Floyd A. Potter, Superintendent of Schools, Atlantic City, put out the welcoming mat and Dr. H. M. Corning, Superintendent of Schools, Washington, D. C., greeted the group in the absence of Mrs. Pearl A. Wanamaker, President, National Education Association, and Dr. Worth McClure, Executive Secretary, American Association of School Administrators.

Dr. Roma Gans, Professor of Education, Teachers College, Columbia University, was introduced by the Presiding Officer, Miss Eleanor M. Dearden, President, National Association of School Secretaries. Dr. Gans' talk was entitled, "The Strategic Services of the School Secretary."

Dr. Gans defined the secretary's strategic services into the following categories: Air Conditioning—"The Voice"—Public Relations—Mental Who's Who—Supervisor of Teachers—Memo Editorial Policy—LePage's Glue for the Family Hearth—and Child and Youth Guidance.

Air Conditioning was defined as meaning the assurance a secretary must give the callers, or the cooling off process to angered parents and citizens of the community. "The Voice", which has won F. Sinatra fame, could be very well given to the secretary, according to Dr. Gans, for she constantly uses her voice both in personal contacts and more so on the telephone. This so-called "voice" must, of course, be pleasant at all times, regardless of one's personal feelings.

The secretary receives her share of Public Relations work by keeping everyone happy, insofar as teachers among teachers, parents and teachers and children and

teachers, etc. She must also keep a mental Who's Who so that when Mrs. So-and-So calls she can immediately place her with the same Mrs. So-and-So who is head of the Red Cross or the parent of Johnny Jones. This Dr. Gans termed an "unwritten textbook". Supervisor of Teachers can well be another earned title for the secretary for her constant supervision on teachers for their weekly and monthly attendance sheets or, for that matter, any written report which they have a unique habit of forgetting. The secretary must also use a diplomatic editorial policy in issuing memos and bulletins to the teachers so that they do not sound like direct orders, or do not mean exactly what they do mean, in exactly the same manner, and yet get the idea across. Reminding the Boss to cart home the packages he purchased at noon-time or to call the Mrs. at a certain time or pick her up at a certain place when she's expecting him to, is Dr. Gans' interpretation of another term given the secretary, "LePage's Glue for the Family Hearth". Last, but not least, the ever-important youth adjustment and problems which constantly come to the attention of the secretary in her daily work.

Everyone enjoyed with interest Dr. Gans' talk and the secretaries, I am sure, walked away with a renewed feeling that some people do understand and appreciate the many untiring days she spends in the school office while she digs her fingernails into the palms of her hands and yet manages to smile across the counter to the visitor. Dr. Gans believes we are finding our way into the professional ranks, but how far we get and how soon we get there depends entirely upon the secretaries themselves.

At the close of all speeches, the president stated that we were to each take a souvenir suitcase from the table, and whoever had a cross on the back of his program could take the cart and paper porter. For some unknown reason no one at my table had a cross on his program; of course I wanted it, and I must have shown it in my eyes, for suddenly I heard someone say, "Why don't you take it?" Before anyone dared change his mind I grabbed it and walked out of the Cambridge Hall.

The end of a perfect Sunday morning—a wonderful Brunch that I wouldn't have missed for worlds; so now I sit me down and wait for next year's brunch and who knows, maybe another cart and paper porter.

Ida S. LaPaglia
Board of Education
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"PASSING IN REVIEW"

MID-WINTER MEETING - ATLANTIC CITY

Feb. 28 - Mar. 1-2, 1947

By Flo Garretson



Since Edith A. Hickey of Elizabeth and Ida LaPaglia of Trenton have given you a very full account of the formal parts of our program, I shall endeavor to touch on the more personal incidents of the convention as we "pass in review".

Friday evening found many of our "craft" in port and moored for our President's Open House and Informal Reception. What a delightful experience a convention offers—to renew old friendships and make new ones! Yes, our first post-war meeting and our first as a department of the National Education Association was off to a grand beginning. At least 55 members and guests appeared at the reception. Thus folks were imbued immediately with that stimulation to participate in the program, to talk over together their common problems, to have the pleasure of hearing outstanding speakers in the educational field, and, as our Editor Kay Mitchell stated in the last issue of THE NATIONAL SECRETARY, "to let down their hair and have some fun".

Saturday morning dawned with "Ole Sol" bidding us rise and shine. Those of us who were expected to open up the registration desk at 9:00 A. M. I feel were more fortunate than the others. Walking down the boardwalk to get our breakfast naturally gave us a ravenous appetite. However, by the time we returned to the hotel, after satiating our hunger, the sun had decided to go back to sleep for another forty winks, which carried over for the balance of Saturday and all day Sunday. The skies became overcast, the winds were very much in evidence, and finally it began to snow by 4:30 P. M., Saturday. Who said Atlantic City never had snow that stayed? However, the inclement weather in no way dampened the spirits of our conventioners.

Registrations started at the hour designated and kept up at a steady pace until about 3 o'clock. Members received attractive name plates, official programs and other materials of an informative nature to aid them in their stay at Atlantic City. The official registration for the convention was 106. Secretaries came from Maine to Minnesota and as far south as Florida and Louisiana.

Prior to the Meetings of the Discussion Groups Saturday morning, Members of the Advisory Council with Kay Mitchell at its "helm" met and real problems of the group were discussed and decided upon at this time. We are once again "going places" with this interested and hard-working nucleus forging ahead. As you recall, this Council has been dormant as well for the past five years, but now we shall be hearing of its active functioning.

Ten A. M. and Cambridge Hall was steadily filling with eager members about to participate in the various discussion groups. The groups were divided into five classifications which covered every type of secretarial position, namely: Elementary, Junior High School, Senior High

School, Administrative—Small System and Large System. The Discussion Group Leaders selected by our President did an outstanding piece of work and much valuable information was gleaned by those present. These leaders were: From New Jersey—Dorothy Low, Ann Gloor and Hela Jasienski; from Philadelphia—Catharine Raftery and Fannie K. Barmish. Thanks, Leaders, for a fine contribution to our program.

Despite the lure of the boardwalk in any kind of weather, Saturday afternoon found over a hundred secretaries who had gathered for the resumé of the discussion groups as well as talks by two outstanding educators. This resumé of the Discussion Groups' findings was given very aptly by Ann Gloor of East Orange, New Jersey. Addresses were then given by our two stimulating speakers, namely: Dr. William J. Polishook, Director of Guidance at East Orange, New Jersey, and Dr. John Waldman, Superintendent, District 7, Marshall School, Philadelphia, Pennsylvania. Edith Hickey, in her own inimitable style, has covered the details of this program very fully in another article. The afternoon's activities terminated with a tea given in the Park Lounge of the Claridge Hotel by the New Jersey and Philadelphia Secretaries.

At this stage of "passing in review" it is worth noting that much gratification was in evidence among those secretaries who had attended Purdue University last summer and who were afforded an opportunity to meet in Atlantic City. I know I was as overwhelmed as any of the rest of them. Those who stood at the "sidelines" heard the recounting of many pleasant experiences at "Old Purdue", "The Governor's Palace", etc., by those who had been at the Workshop. Much interest and enthusiasm were aroused among secretaries to seek a good Workshop Program this next summer.

In reviewing the colorful aspects of the program, one must not forget the plight of one of our midwestern secretaries, who struggled unceasingly en route with her large suitcase in an endeavor to open it. Keys of all descriptions were used but without avail. The luggage was deposited in the President's Suite upon arrival Saturday until this young lady's room was made ready. All the time she was wondering, "How shall I open the suitcase?" Alas! Came the time for the transfer of the luggage to its rightful room. I encountered the bellhop, flushed to the roots of his hair, redepositing the contents of the bag—which case had temperamentally decided to open in the hotel hall. And all's well that ends well—the case found its rightful destination and the anxiety finally eliminated as to how to open it. Hope the case behaved on its way back to Chicago.

The highlight of Saturday's Program was the Monte Carlo Party in the Board Room of the Hotel Claridge. The party was given to the National Association of School Secretaries by the Secretarial Associations of Philadelphia and New Jersey as co-hostesses. More than 75 secretaries attired in all their finery turned out for this gala event. Guests were greeted at the door and were generously given one hundred dollars each to squander to their hearts' content. Identification cards in the form of miniature candy canes were then distributed. These favors were not only decorative but were useful, too, for their four different colors served to divide the group into teams. Incidentally, our own Marie Schmidt made these favors.

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In no time at all the fun started. The first instructions were to collect as many autographs as possible on a sheet provided. This gave the group an opportunity to meet new friends and renew old acquaintances. Little did the guests realize that there was a pot of gold for this assignment. At the end of the evening, Miss Charlotte Marr from Washington, D. C., was delighted to receive a lovely compact for collecting 69 names out of a possible 72 signatures.

The room then seemed to be transferred into an exciting casino. All were off to the races! Each team amid much hilarity gambled large portions of its new-found wealth on the galloping steeds, put-and-take, keeno and society crap. And who broke the bank? Catherine Murray of Cliffside Park, N. J., won the grand prize—a beautiful silent butler. Mrs. Agnes Hill, also of Washington, D. C., upon whom Lady Luck did not shine, came forth with a consolation prize of a lovely hankie. Those who ran the games or did not tempt Fate drew for a non-player's prize. Olga LaVolpe of Elizabeth, N. J., was the winner of a handy Revelon Set.

The question of the evening was, "How Many Beans Are in the Jar?" In figuring the possible number from all angles, the champion guesser proved none other than Mrs. Helen Yawman from Rochester, N. Y., who received a good-looking pin as her reward.

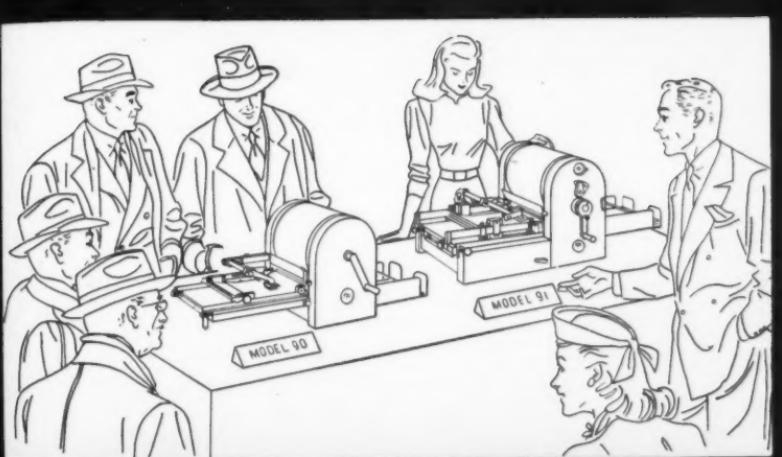
Miss Mabel Bockelman of Atlantic City was on hand to read the future in the palms of many of our guests. So popular was her corner during the evening that it was impossible to take care of everyone. Many thanks, Miss Bockelman. Refreshments were then served and no one can deny but that her visit to Monte Carlo at the end of the evening was anything but a success.

The Brunch, to which superintendents, administrators and principals were invited on Sunday, proved a worthwhile climax to an eventful weekend. I feel the Steering Committee, comprised of Edith A. Hickey, Marie Schmidt and Mae Rosenberg of New Jersey, and Rea Lindenberg, Helen Suttie and Lily Garber of Philadelphia, deserves much praise and commendation for the highlight of the convention. Tiny satchels of Atlantic City's famous salt-water taffy, placed on small wooden trucks, formed the centerpieces of the tables. These wooden trucks, by the way, were made in the Shop at Elizabeth. We are grateful to Mr. Demarest and his Shop for these fine pieces. The handsomely-printed programs, the white snapdragons, white and red carnations that graced the speakers' table, added the necessary colorful touches from the decorative aspect.

In passing I cannot help but mention that which is probably an infringement upon Ida LaPaglia's article, namely, the very fine, stimulating talk of Dr. Roma Gans. Her statements will live in the minds of all of us who had the privilege of hearing such an outstanding speaker.

With the termination of the Brunch, our sojourn was over. And at this point, as General Chairman, may I express my unstinted appreciation to everyone connected with the real labor "behind the scenes which produced an entirely successful performance".

Many had another stroll on the boardwalk before leaving, but I am sure I truly speak for everyone when I say we all left for home refreshed in spirit for the return to tasks which we are privileged to pursue.



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WEDDING BELLS

LOUISE H. HENDERSON BECOMES MRS. CARL G. NELSON



Mr. and Mrs. Carl G. Nelson

Wedding bells rang out at noon on February 12, when our Louise Henderson, the organizer and first president of the National Association of School Secretaries, became Mrs. Carl G. Nelson.

The service took place in the lovely little Presbyterian Church in Cynwyd, Pennsylvania. The church was simply but effectively decorated. Ferns lined each side of the chancel rail. The altar was banked with white snapdragons with white candles in silver candelabras. The sun shone through the exquisite stained glass window above the altar, filling the church with a lovely glow.

Louise wore a gray fitted suit with a ruffled peplum back. Her shoes and gloves were dark violet. Her small flowered hat shaded from a pale to a deep violet. She wore a gray persian scarf, adorned with a corsage of lilies of the valley.

The bride was attended by Eunice Bounds, the former corresponding secretary of the National Association. Eunice wore a navy blue suit with white accessories. Her hat was made of small white flowers. On her mink scarf she wore a corsage of pink sweetheart roses.

The groom was attended by Joseph Scholl, a business associate.

Preceding the ceremony, the groom's cousin, Beverly Bowser, an outstanding soprano, sang "At Dawning" and "Perfect Love".

At the conclusion of the service the bridal party received in the rear of the church. Then Louise and Carl left immediately for an extended motor tour of the Georgia and Florida resorts.

As many of you know, since last September Louise has been Supervisor of Secretarial Services in the Philadelphia Public Schools. Mr. Nelson is an engineer who is district manager of an electrical manufacturing firm.

THE IMPORTANT ROLE OF THE SCHOOL SECRETARY

(A recently appointed supervisor of secretaries envisions here this role and the part the supervisor might play in integrating and coordinating the services)

By Louise H. Henderson
Supervisor, Secretarial Services, Philadelphia Public Schools



Today the school office is a clearing center for the problems of the child, the staff, and the community. The solution of these problems calls for reliable methods of analysis, expert knowledge, the deepest social insight, and the broadest vision, as well as the exercise of common sense.

The school administrator cannot be expected to carry on the broad aspects of his position and at the same time have personal contact with every one who seeks information or help from his office. Nor can he be expected to attend to the volume of details that filter through the office in a day. Therefore, the school secretary must act as liaison officer between the administrator and the public; she must conserve the time of the administrator, and care for the routine work. Thus, the school secretary must assume a large share of responsibility for the successful functioning of the school office.

If a secretary is to fulfill her responsibility adequately, she must be thoughtfully selected, well trained, and given a share in the policy making of the school system. To achieve these goals the work of the secretary must be well organized, carefully supervised, directed, and coordinated with the activities of the entire school system. Human friction must be minimized, the well-being of the secretary nurtured, and enthusiastic cooperation fostered.

It is costly and time consuming to select and train secretaries. Constant changes, particularly in a school office where there is only one secretary, work a real hardship on the entire school. For these reasons it is advantageous to stabilize employment.

Recruiting and Selection of Secretaries

The first step is to recruit candidates. The next is to set forth to the prospective candidates the advantages of the position. The type of work should be explained, the responsibilities outlined, and the necessary personal qualifications stressed.

In a school system great care must be exercised to have the fairest possible method of selecting candidates for all positions. Every effort should be made to select employees on the basis of their total qualifications and not merely on the basis of a written examination. Great effort should be made to relieve stress during these examinations.

The following procedure is followed in Philadelphia:

1. Candidates submit a transcript of their school record.
2. Take an examination which will test their skill in stenography and typing.

3. Take an intelligence test which involves situations which they will have to face on the job.
4. Come before a committee for a personality rating.
5. Pass a physical examination.

The committee members who make the personality rating should be carefully selected for their skill in dealing with people, their insight and judgment. The personality of the school secretary is of paramount importance, for often the school or administrator is judged in terms of the personality of the secretary. Therefore, only persons who have an ease of manner, an interest in people and a love of children should be considered. In addition, the candidate should be flexible in her thinking and skilled in her ability to adjust quickly to different situations. To select candidates who do not meet these requirements results in unhappiness for the employee and inefficiency in the system. After the candidates have passed the examinations and proved they are the type of persons qualified for the position, they should be trained for their specific work. This training should be done in the period preceding assignment.

Training Techniques and Procedures

This training should be conducted by the supervisor. The purpose is to build right habits of work; to foster an attitude of interest; and to help in creating the morale so necessary to a school system. It should give the secretary an awareness of the potentialities of her position; and stimulate her personal growth.

The training should give the trainee a knowledge of the school system; skill in compiling reports, records, and requisitions; develop judgment in handling the work of the office; establish attitudes toward work; and create understanding in human relationships. Mistakes occur from lack of understanding. Training should develop a sense of responsibility and an appreciation of the secretary's contribution to the total plan of education.

This training should employ the principles of learning; and should be carried on in a manner which develops initiative and group participation. Part of the training should be given over to actual work experience so that the trainee can be observed in this situation. A fine rapport should be established during the training period between the supervisor and the trainee so that the trainee feels she can discuss her problems freely and be sure of receiving an understanding, helpful response. This rapport once firmly established carries over after the trainee is working in the system.

One technique which has been effective in Philadelphia is the use of socio-drama to demonstrate relationship. A brief sketch of the episode is given to the volunteer participants and they are given two minutes to plan how they will enact it. This technique has proved both an enjoyable and a vivid means of showing the right and the wrong way to handle relationships. Various office situations are enacted—the substitute teacher who comes to the school for the first time; the visiting official; the pupil newly transferred to the school; the teacher who tries to secure confidential information; the irate parent.



A fine example of the way a school office should not look is shown in the above photo. Rosemarie Saathoff, Oak Ridge, Tenn., plays the bewildered parent, unable to attract the attention of school secretary Rea Lindenberg, Philadelphia, sitting in her unattractive, uncomfortable, incorrectly arranged "office" while Virginia Bender, Denver, Colorado, frantically studies the cluttered teachers' bulletin board.

A typical skit stars the secretary who chews gum, puts a report in the typewriter, makes a mistake, destroys the form, repeats this process two or three times, gets disgusted and calls a friend on the telephone. In the midst of the telephone conversation a taxpayer comes in to seek information about the veteran's program. She is ignored at first and then after a time the secretary condescends to wait on her. The secretary does not possess the knowledge necessary to assist the inquirer. She makes no effort to secure this information and is both discourteous and indifferent. As a result the inquirer is exasperated and critical of the whole school system. . . . This skit provokes a lively discussion.

All of the following skits are acted out by the group.

To teach office arrangements we set up an office with everything wrong from the standpoint of efficiency and attractiveness. Changes are made as suggested by the group. The reason why the change is desirable is discussed. Thus the group becomes aware of lost motion and energy; the relationships of correct lighting to efficiency; how well-arranged bulletin boards enhance the attractiveness of the office and encourage reading; how the addition of a few flowers or greens con-



Above photo shows the same office transformed by rearrangement, tidying up, and the addition of a few decorative touches. The teacher is played by Louise Henderson, who is speaking to Ruth Rose of Pittsburgh. Ruth Sharpe of Cleveland portrays the relaxed parent peacefully reading a popular magazine as she waits to see the school principal. That pretty array of heads belongs to some of the secretaries who attended the secretarial workshop at Teachers College, Columbia University, last summer.

tributes to the total effect; how pupils' work can be utilized in achieving artistic, colorful arrangements. The group sees how an unattractive, inefficient office can be transformed.

Each group of secretaries that is trained is encouraged to help train the next group, thus creating group loyalties. The training is constantly evaluated by the trainees in light of their ability to use it in their work.

The place where this training is given is of utmost importance. The room resembles an ideal school office. It should serve as an inspiration to make all school offices attractive.

Since this training office is colorful, efficiently equipped, and contains suggestions for bookcases and accessories that can be built in the school shop, it furnishes many ideas to the trainees on how their offices can be made attractive. A bulletin board shows how effective displays can be arranged. The furniture is arranged to permit the greatest efficiency with the least effort. The appearance of the office is important for it reflects itself in the attitude of all who enter.

The office should exemplify all the school teachers, for theory without the practical application is like a library without books. A school office should embody the principles of art, good taste, and friendliness. The school office should not be as formal as most business offices—it should have a touch of the home so that the transition from the home to the school will not be so great for the child. The office should be an invitation to parents to participate in the activities of the school; and it should give the taxpayer a feeling of belonging that will make him want to share the responsibilities of education.

This does not mean that the office should be furnished in a costly manner. It does mean that it should be attractive, artistic, and inviting. It should reflect the spirit of the school and emphasize the underlying philosophy.

The supervisor should organize a plan of follow-up. The attitude with which this work is carried on reflects a spirit of friendly, personal interest in the progress of the new appointee.

In addition to periodic visits two distinct kinds of group conferences should be conducted.

First come conferences for the new appointees at which time they can discuss phases of the work not covered in the training, and then evaluate their training in light of its specific aid to them.

There should also be conferences for the entire group of secretaries. At these meetings methods of simplifying work, improving efficiency, learning new trends in education, and so on, are on the agenda. New appointees are introduced and made to feel a part of this large group. These conferences are a means of arousing interest in work and creating greater participation by the group. They provide opportunities for leadership. While these meetings should be chaired by a supervisor skilled in timing, handling difficult situations, and integrating the thinking of the group to a satisfactory conclusion, participation both by individuals and groups should be encouraged.

Professional Security

While secretaries enjoy a security in the material sense, they must feel a security from the psychological standpoint. This security can be gained through satisfaction in work and the opportunity for promotion. It can also be secured by sharing in policy making.

School secretaries, along with other professional employees in the Philadelphia Public School System, enjoy retirement privileges, tenure in office, hospitalization, group insurance, sick benefits, and sabbatical leave. Along with this security goes a fairly stable income, one that can be budgeted. A good policy of recruitment, training, follow-up and professional security makes for an efficient secretarial school staff.

THE SECRETARY SHOULD BE A PUBLIC RELATIONS EXPERT

It is essential that the secretary know the philosophy of the school and of the school system so that she can interpret it in her contacts with the pupils and the public. She must understand herself and her emotions so that she may recognize the biological and psychological factors in human nature. She must have a knowledge of psychology so that she can apply it in her daily contacts. She must have a knowledge of organization and administration, of supplies and their uses, and of textbooks.

Records must be accurate, complete and easily accessible; reports must be prompt, significant, and intelligible. The secretary must possess a skill in stenography and typewriting as well as in the use of office devices. It is essential that she be familiar with the reason and the theory behind the tasks to be done. Above all, the secretary must see beyond the records and reports the human side of work. One of the most important phases of the secretary's work is the maintenance of friendly, helpful relations with others.

The school secretary should identify herself with the total school program as it affects the administrators, teachers, students, parents, and the public. The position involves many and varied relationships. The secretary has a responsibility for protecting all sources of official and confidential information. Her efforts and relationships should further the aims of the school system. The fundamental relationship of the secretary to the teacher should be one of service. Any person seeking information or help from the school office should receive it directly or be assisted to find the proper channel through which the help can be secured.

The secretary's relation with children is very important. Every child should be considered as a human being who is eager to excel and quick to respond to a friendly gesture. The secretary makes the first contact with the child on his entrance into school; she keeps his record, and knows his family history. She becomes acquainted with every child who is not adjusted to normal classroom life. The secretary can play a large part in character education and guidance. She knows that many an "office frequenter" is a child who craves attention and whose work does not merit praise.

Many a child has been encouraged and helped because a school secretary has won his confidence and assisted him to find himself. Often the secretary, because of contacts with parents and social agencies, is in a position to know a great deal about the home conditions of children who are misfits in a classroom. If this information is imparted to the teacher, the child is viewed with more sympathy and understanding. Not that the secretary takes the place of the teacher or counselor; she supplements the work of both.

(Reprinted from *SCHOOL MANAGEMENT*, January 1947 issue, with permission of the Executive Editor, Mrs. Lucile D. Kirk.)

Better Foods for Young America



Today, school cafeteria buyers have found that good food costs less, especially in feeding children and teenagers. There is no waste in serving food of the same fine quality that is featured in the leading hotels and restaurants. There is no extra cost for the assurance gained by serving food of the same purity as that served by the most exacting hospital.

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Katherine E. Mitchell, Editor

Editor's Page



Mary Patricia Cleary, Assistant Editor

MOTHERS NEEDED ON SCHOOLBOARD, says Clement T. Malan, Indiana State Superintendent of Public Instruction, pointing out that modern homemakers labor-saving devices make it possible for a mother to do justice by her family and still have a great deal of optional time. "The modern woman of fifty years," says Mr. Malan, "wears bright variegated colors instead of wearing only the blacks and greys of her forebears of like years. As life is now organized, in many families the women often have more leisure or optional time for study, reading, concerts, lectures, conventions, and other cultural or civic gatherings, than do most men who are still the bread-winners in most families."

Mr. Malan points out that in Indiana there are 178 schoolboards with 571 members. Of these, only 28 are women. "No longer," says he, "should outmoded tradition retard our progress or deter us from seeking the advantages which would accrue to the schools by including Mother on the schoolboard."

We heartily agree with Mr. Malan.

If you have not sent in your ballot for new officers to the Committee on Elections by the time you receive this magazine, will you please do so at once. Getting the ballots in early facilitates the work of the Committee. Make your vote count. Send ballots to Ann Critchlow, Chairman of the Committee, Board of Education, Salt Lake City.

May we take this opportunity to thank all those who made the three issues of the magazine this year, 1946-1947, possible—the advertisers, the contributors of reading matter, our "mailers", and the printer.

Best wishes to everyone for a very pleasant vacation period. May you come back full of vim and vigor for the school year, 1947-1948. Be sure to include at least one of the workshops in your plans. You'll not regret it.

Indian prayer: Grant that I may not criticize my neighbor until I have walked a mile in his moccasins.

When some men discharge an obligation you can hear the report for miles around.—Mark Twain.

O God, give the world common sense,—beginning with me.—Prayer of a Chinese Christian.



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NORTHWESTERN UNIVERSITY - THE UNIVERSITY COLLEGE
SCHOOL SECRETARIES' INSTITUTE

Abbott Hall, 710 Lake Shore Drive, Chicago 11, Illinois

August 4-9, 1947

The University College is conducting a School Secretaries' Institute to provide the school secretary with instruction which will enable her better to perform her duties; and through study, discussion, individual conferences, and lectures to help the school secretary enlarge her understanding of current educational problems. Any woman in a clerical, secretarial, or supervisory position in any public school, college, or university is eligible to attend.

PROGRAM

DAILY SEMINARS: (1) **The Speaking Voice.** Through the use of the wire recorder, each individual's voice and articulation will be analyzed. The daily periods will then be spent in exercises for improvement and instruction in the use of the voice.

(2) **Effective Writing.** Three of the five periods will be used by all registrants in reviewing the basic skills of writing: grammar, spelling, sentence structure, punctuation, and diction. The other two periods the registrant may choose whether to attend a section emphasizing letter and report writing, or a section dealing with the problems and techniques of school publicity.

(3) **Secretarial and Clerical Techniques.** General sessions will deal with communication problems, reception techniques, and general office procedures. Smaller discussion groups will consider specific problems: (a) Registrar's office—student records, transcripts, registration procedures; (b) Business office—requisitions, inventories, purchasing, accounting, budget; (c) Administrative office—faculty records, teaching schedules, policy interpretations; (d) Supervisory techniques and principles.

VOCATIONAL AND EDUCATIONAL COUNSELING: Each registrant will take a representative range of vocational interest and personality inventories, mental alertness, and aptitude tests. The scores will be analyzed for their significance, partially in class and, as much as time will permit, in individual conferences. The secretary's responsibility in the vocational and educational counseling in a school system, with specific suggestions for its implementation, will be discussed.

GENERAL LECTURES: (1) "The American Woman Today," (2) "Child and Adolescent Psychology," (3) "Getting Along With Others," (4) "Persons vs. People."

Daily Schedule

Monday, August 4:

9:00	General Assembly and Announcements
9:15-10:00	Registration
10:15-12:15	Vocational and Educational Counseling
12:15-1:30	Lunch
1:30-2:30	The Speaking Voice—section 1

) Effective Writing—section 1
 2:40-3:40) The Speaking Voice—section 2
) Effective Writing—section 2

Tuesday, August 5:

Wednesday, August 6:

9:00-10:00	Secretarial and Clerical Techniques (Group Meetings) (a) Registrar's office (b) Business office (c) Administrative office (d) Supervisory techniques
10:10-11:10	Vocational and Educational Counseling
11:20-12:20	General Session: "Child and Adolescent Psychology"
12:20-1:30	Lunch
1:30-2:30)	The Speaking Voice—section 1
)	Effective Writing—section 1
2:40-3:40)	The Speaking Voice—section 2
)	Effective Writing—section 2

Thursday, August 7:

Friday, August 8:

9:00-10:00	Secretarial and Clerical Techniques (Group Meetings) (a) Registrar's office (b) Business office (c) Administrative office (d) Supervisory techniques
10:10-11:10	Vocational and Educational Counseling
11:20-12:20	General Session: "Persons vs. People"
12:30-1:30	Lunch
1:30-2:30	The Speaking Voice—section 1) Effective Writing—section 1

2:40-3:40) The Speaking Voice—section 2
) Effective Writing—section 2

Saturday, August 9:

10:00 Brunch and Institute Adjournment

HOUSING: Rooms will be available for those attending the Institute in Abbott Hall, the University's Chicago Campus student union building. Rates: Single room, \$2.50 per day; two or three in room, \$1.75 a person per day. (Food should average between \$1.75 and \$2.00 per day.)

SOCIAL ACTIVITIES: Sessions end at 3:45 each day. The "vacation" resources of the Chicago area will be easily accessible to the members of the Institute. The evening hours of the period from August 4 through the 9th will be free for attendance at the theatre, concerts, radio broadcasts, picnics, special suppers, or any other activity those attending may wish to promote. The Chicago Campus of the University is just eight blocks north of Chicago's Loop.

INSTITUTE STAFF: Lecturers and discussion leaders for the Institute will be members of the faculty and staff of Northwestern University, experienced school secretaries, and outstanding people from business and professional positions. Dr. Rollin B. Posey, Dean of the University College, and Mrs. Martha S. Luck, Executive Secretary, will coordinate and direct the Institute program.

FEES: The registration and tuition fee for the Institute is \$10.00. Registrations will be honored in the order of their receipt and should reach the University College office no later than July 15, 1947.

For further information write to: Mrs. Martha S. Luck, Executive Secretary, The University College, Northwestern University, 710 Lake Shore Drive, Chicago 11, Illinois.

COLUMBIA UNIVERSITY

**CONFERENCE ON RESPONSIBILITIES AND WORK OF SECRETARIES TO PRINCIPALS,
DIRECTORS, SUPERINTENDENTS, AND OTHER ADMINISTRATIVE OFFICIALS**

301 Teachers College Main Hall

A conference for secretaries to principals, directors, superintendents, and other administrative officials will be held at Teachers College from **July 29 to August 2**. The program includes current problems that relate to the work of the secretary in the field of public relations, personal relations, community resources, intercultural understanding, and other administrative problems where secretaries play an important role. The conference **fee**, without credit, is \$15, payable in Room 2 Russell Hall on the first day of attendance. Those wishing credit should register for one point at the regular tuition rate under "Education s230 CS." For details, write in advance to Professor W. S. Elsbree, Teachers College, Columbia University, New York 27, New York.

UNIVERSITY OF MAINE

ORONO, MAINE

Plans are being worked out for a workshop at the University of Maine the week of August 4 to 9. Further information may be obtained by writing to Dean Glenn Kendall, Director of Summer Session, University of Maine, Orono, Maine.

SUMMER SESSION
PURDUE UNIVERSITY, LAFAYETTE, INDIANA
WORK-CONFERENCE FOR SCHOOL SECRETARIES
August 4 - August 9

A one-week program devoted to the study of background information useful for school secretarial work, with consideration of the specific duties of the position.

**DELEGATES FOR THE
CINCINNATI MEETING**

You should plan now to select the person to represent your state as a delegate at the meeting of the National Association of School Secretaries in Cincinnati, Ohio, tentatively set for July 4 through 8. Delegate allowance for each state from the Association is \$10.00. The person selected may be from your state association or one of the local associations. The name of the person selected should be sent as soon as possible to Miss Catherine Crawley, Executive Board Member, Jefferson Junior High School, Washington 4, D. C.

Teacher: "Junior, if I take 59 from 101, what's the difference?"

Junior: "Yeah, that's what I say. To Heck with it."

A negro boy, going through a cemetery, read this inscription on a tombstone: "Not dead, but sleeping." The lad scratched his head a while and remarked to himself: "He sho' ain't foolin' nobody but himself."

The school boy whose first love was baseball was writing answers to an anatomy test: "Your leg is what if you ain't got two pretty good ones you can't get to first base, and neither can your sister."

From a high school junior: "Your mind is truly a wonderful thing. It starts working the minute you get up, and never stops until you get to school."

MARCH OF TIME FILM

The National Education Association recently assisted the staff of *March of Time* in the preparation of a documentary film devoted to the present crisis in American education. The film is entitled "The Teachers' Crisis." It is scheduled for use in theaters throughout the nation for three months, starting March 15, 1947, with a normal audience of nine million per month. Distribution of this regular *March of Time* feature will be handled by Twentieth Century Fox. Local theater managers who do not regularly show the *March of Time* but who wish to schedule this feature should contact the nearest Twentieth Century Fox branch office. State and local education associations wishing to arrange an advance screening of "The Teachers' Crisis" should get in touch with the nearest office of Twentieth Century Fox. Because of its vast public significance, school leaders may wish to cooperate with theaters everywhere in urging use of the picture.

Professor (to freshman): "When were you born?"

Freshman: "On the second of April."

Professor: "Late again."

Teacher: "John, give a sentence using the word 'triangle'."

John: "If the fish don't bite on grasshoppers, triangle worms."

Boss (to office boy): "What did my wife say when you told her I'd be detained at the office and wouldn't be home till late?"

Office Boy: "She said, 'Can I depend on that'?"

SAID AT THE ATLANTIC CITY MEETING OF THE AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS

"It would seem we Americans should now have learned to take seriously the adage about the ounce of prevention—if only on a dollars-and-cents basis. There are those of us who believe that education, and the cultivation of understanding among peoples, offer the big chance for prevention. Yet the amounts our nation spends for domestic education are declining, relative to the economy; and the amounts we spend to promote international understanding are a pittance compared with the need, with the opportunity and with the alternatives."—The Honorable William Benton, Assistant Secretary of State, Washington, D. C.

"While public education should be divorced from politics in the partisan, narrow sense of the term, public education can never be divorced from the needs, wants, and wishes of the people it serves."—The Honorable Hubert H. Humphrey, Mayor of Minneapolis, Minn.

"The crux of the problem today and in the foreseeable future is Soviet-American understanding. To be sure, it is important for us to know far better than we do the peoples of Britain, France, China, India, Brazil, and many other countries. But we might neglect any one of these without inviting disaster. Of the seven or eight so-called great powers' that dominated the earth in the early years of this century only two remain—Russia and the United States. These two giants tower over the other nations of the earth as great mountain peaks tower over the surrounding foothills. The peace of the world literally hangs on the relations between these two countries. Without friendly collaboration, or at least mutual tolerance, the United Nations and the hope of peace will be wrecked. In view of the nature of atomic war these are the highest stakes for which men have ever played. We must make sure that we play our cards well."—George S. Counts, Teachers College, Columbia University, New York, N. Y.

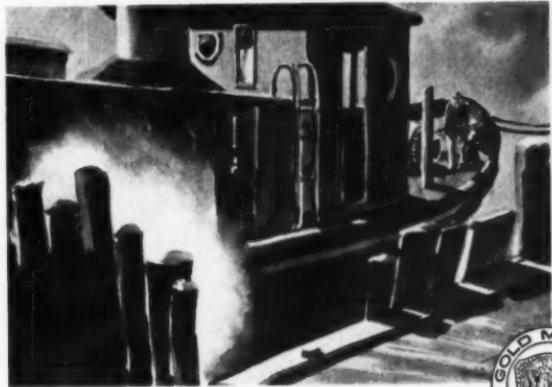
"We want our children taught self-discipline and self-management. More, we want them emancipated from the domination of those ideas that diminish the love of humanity rather than enlarge it. It takes a quickened imagination and a warmth of feeling to experience a kinship with others. Very well, then, we want the schools to provide situations that will stimulate both.

"I am not depreciating knowledge. Happy is the individual who possesses it. But knowledge in and for itself is not enough. That was proved to us beyond the shadow of a doubt by the highly skilled and highly trained youth of the dictator-ridden countries. That Germany or Japan didn't discover the coveted secret that lay hidden in nuclear fission before we did was not due to a lack of knowledge, although I admit that we had the good sense to marshal the keenest minds in the world for the dubious honor of splitting the atom. What we need is a generation who knows how to use knowledge for the benefit of mankind, not for its destruction."—Mrs. L. W. Hughes, President, National Congress of Parents and Teachers.

"The evidence is crystal clear that the right kind of education is the crucial thing in improving the level of welfare of the various countries of the world and various sections of these countries."—Harold F. Clark, Professor of Education, Teachers College, Columbia University.

"What the fifties will be in school administration is not yet clear, but it seems safe enough to forecast a new and different generation of school administration and school administrators. I hope it can be a decade of quality. I expect to see

(Continued on Page 46)



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I was so happy to be able to say "yes" when I was asked to do this May issue. Of course, I do want you to know that I cannot possibly do the job myself, and this article is being done because of the capable assistance given by Catharine Raftery, President of the Philadelphia Secretaries Association, and Esther Duretz, a member of the Executive Committee of the Philadelphia Secretaries Association. They not only typed the article but many of the methods of efficiency incorporated in this column were suggested by them. At this point, I also want to thank our editor, Kay Mitchell, for taking over the initial Efficiency Exchange column in the February issue. It was a big, arduous job to be dumped in her lap at the last minute. I hope we can do as well.

Efficiency Quiz

Have you ever attended a Workshop?

Let me assure you that for a broadened and stimulated viewpoint of all 'round efficiency and a grand time, plan one for next summer. I speak from experience, having attended two and enjoyed them as much or more than many of my vacations. They provide an opportunity for travel, exchange of ideas, in-

creased knowledge of other school systems and "hints" for increasing our own efficiency on the job.

Do you have these books, magazines and pamphlets on your bookshelf or are they accessible to you?

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Standard Handbook for Secretaries by Lois Hutchinson. Published by Whittemore House, McGraw-Hill Book Company, Inc., 330 West 42nd Street, New York 18, New York. \$3.00.

Style Manual (abridged), Superintendent of Documents, U. S. Government Printing Office, Washington 25, D. C. 35c

Standard Dictionary.

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You won't find this item on your regular requisition list, but it can be purchased at any stationery store. This eraser looks just like a pencil except that instead of lead you have rubber in the pencil. It is sharpened on the pencil sharpener and is excellent for erasing that one letter in a word without smudging the rest of the letters.

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How about a small cabinet, approximately 24 inches high, which, instead of having drawers, has shelves about 2 or 2½ inches apart (e.g., a cabinet where pies are stacked). As it ascends, each shelf is about one-half inch shorter than the preceding one. Insert a quantity of mimeographed material on each shelf in correct numerical sequence. If you have more than ten or twelve sheets of mimeographing, the assembling can be done in sets. This is a space, energy and time saving device that some of us have found very helpful. Perhaps your vocational school or woodwork shop could make an "assembling aid" for you.

In order to keep this column alive and of service to all of our National Association Secretaries, we must *all* make contributions. Despite our plea in the February issue that this is an Efficiency Exchange, we received only one or two suggestions. I know that the thing that may seem unimportant to you would be most welcome to other secretaries. Why not sit down now and send at least one suggestion to the Efficiency Exchange editor for the next issue?

OUR RESEARCH DEPARTMENT

This is just a little reminder that the National Association of School Secretaries does have a Research Department and will be glad to check any questions which you may have regarding salary schedules, working set-ups, hours, vacations, etc., from various cities all over the country.

Also, our Research Department would appreciate receiving copies of studies which you may have made of your school system recently.

Direct all your inquiries to Miss Catherine Daly, Executive Board Member in Charge of the Research Department, Board of Education, 1354 Broadway, Detroit 26, Michigan. Catherine will be very glad to help you in any way she can.

Teacher: If I lay three eggs here and five eggs there, how many eggs will I have?"

Skeptical Pupil: I don't think you can do it.

Dick: "Who was the smartest inventor?"

Pinky: "Thomas A. Edison. He invented the phonograph and radio so that people would stay up all night and burn his light bulbs."

Wife: "Darling, I'll miss you while you are on your hunting trip."

Husband (darkly): "You'd better pray that the guys I'm hunting with do the same."

A Pleasant Summer to You, School Secretaries!

WELL we know what an exacting position is yours—and how efficiently and courteously you have filled it during this school year. Now, with vacations ahead, we wish for you all the happiest of summers!

Our representatives look forward to a renewal this fall of their very pleasant relations with you.

The sunshine of life to you!

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IF WE WANT WORLD PEACE WHAT WE WILL HAVE TO GIVE UP

From the days of the cavemen until now, every advance in world history has involved giving up something from the past. We will have to give up:

(1) Looking down on "foreigners"—people of other nationality and race—as less worthy of a peaceful, prosperous world than ourselves.

(2) The attitude of America first and the rest of the world be damned.

(3) The attitude that America should sell to other nations, but not buy from them.

(4) The attitude that it's none of our business what happens to people in other countries, and none of their business what happens to people in America.

(5) The belief that the American way is the only right way of doing things, and admit there are other ways that may be as right as ours even though they are different.—Adapted from *Look Magazine* (Cowles Magazines, Inc., 511 Fifth Ave., New York 17, N. Y.)

OFFICE OF EDUCATION REPORT

Two years ago the U. S. Commissioner of Education John W. Studebaker set forth a reorganization plan "to improve the services of the United States Office of Education." In his Annual Report for 1946 the Commissioner states:

During the 1946 fiscal year the eight divisions that are contemplated in that plan were organized and each has been functioning for a part of the year at least . . . the progress achieved during the initial year of the new organization of the Office has seemed to me to lay the foundation for increasingly effective services to American education in the years ahead.

Major need now is for funds with which to completely staff the new organization now scarcely more than in skeleton form at several important points.

Obstacles are those frightful things you see once you take your eye off the goal.

LISTENING-IN



Frances E. Rosenthal

My face is really very red and the blush is growing deeper by the minute as I thumb through my folder for the May Listening-In column and note the number of grand, friendly, thoughtful, helpful letters from so many of you—all unanswered!

Really, gals, you've been marvelous about writing to me, sending news and comments, and just trying, via the postal route, to bridge the miles that separate us.

How I wish there were enough hours in the day to do all of the things I'd like to do. First on this list, were there even thirty or forty extra minutes, would be to write thank-you notes to all of you who have been so good to me. I'm truly grateful, I want you to know, even if I don't seem to be able to show it very tangibly. Perhaps, though, each one of you will accept this expression of appreciation this time and maybe next time I'll be able to carry out what my disposition and inclination tell me to do, but what that old demon "busy schedule" keeps me from accomplishing.

News from all around the country has come in bit by bit these past three and a half months. Each time one of your attractive papers reaches me I'm delighted anew, with the interesting reports reflecting the activity, the alertness, the professionalism, and the effectiveness of those of us who tread the fortunate path of the school secretary. We have fun and at the same time ours is the satis-

faction of knowing that what we do is a genuine service to the world through the girls and boys who tomorrow will shape its destinies. What a joy that is! As I fly over the surrounding area these days I cannot help but feel how lucky I am to be working in such a worthwhile and yet so pleasant a job. Incidentally, gals, despite rain, snow, wind, mud, and lack of free daytime hours, the solo time is nevertheless gradually accumulating—more than twenty hours now—so the private pilot's license is not too far off.

But to get to my official duties and round up the news from here and there, as you have sent it in—and there's a good roll call this time, a new face or two and only two or three of our older acquaintances have failed to give an account of themselves.

So here goes—

* * *

Arizona

The School Administrative Assistants of Arizona report a busy and forward-looking year. In the words of J. W. Laur, president of the association, "We have had our annual meeting and are organized for a new year . . . A new year! A year in which we dream and hope for greater achievement—greater accomplishment . . . As our purpose is for good, as our objectives are worthy, as our motives are proper, so, with the right spirit and united effort, can our desires be realized. These desires should include a greater fellowship and helpfulness in our relations with our associates, a greater service to education, a greater perfection in our individual service."

The SAAA is also interested in starting the ball rolling to get themselves under Federal Social Security. Good luck

to you, Arizona, on a most worthwhile objective!

The Phoenix chapter of SAAA met in December for a luncheon at the San Carlos Cafe. New officers were elected: Mrs. Rose Allen, president; Mrs. Mildred Hill, first vice-president; Miss Angelita Favela, second vice-president; Miss Marion Elliott, secretary-treasurer. This lively bunch plans monthly meetings during the year—we wish they'd write us about them.

* * *

California

The Los Angeles *Newsletter* continues to reflect the significant activity of that live-wire group. The March issue told of plants for a fashion show which must have been a knock-out.

The *Newsletter* is a real service medium as well, reporting on all matters affecting L. A. secretaries. Important rule changes relating to status of part-time employees and their salaries, vacation allowances, and eligibility for re-employment and advancement were brought to the attention of the 284 members of the association through this fine little paper. A grand idea surely to keep everyone posted that way.

The Pasadena Association of School Secretaries has published an attractive yearbook which contains the constitution and by-laws of the organization as well as the names of the executive board, the officers, and committee personnel, and an outline of the year's program. A splendid leaflet inserted in the yearbook presents an excellent statement of aims and objectives of the association and serves as a welcome to new members. Congratulations, gals, on these grand publications!

The Pasadena group has done a nice job in establishing itself as a civic organization. It has become a charter member of the Women's City Club of Pasadena and it has continued its membership in the Council of Women's Clubs. Nice going, you California secretaries!

And as a service to its own membership this active association has promoted the formation of a Vocabulary Class in

the Extended Day Division of Pasadena Junior College and also established a class for building up speed in typing and shorthand.

Professional work of the year in Pasadena includes a survey of the classification of all secretaries and clerks of the school system. That should prove most helpful.

An outline of the year's program indicates the variety of worthwhile activities planned:

October—Dinner, business meeting, travel films.

November—Excursion to Padua Hills for dinner and theatre.

December—Business meeting, Christmas party.

January—Sponsored the Pasadena Community Dance.

February—Dinner, business meeting, speaker.

April—Business meeting, speaker, social hour.

May—Annual dinner party.

June—Installation of new officers. A wonderful record, secretaries. More power to you for this fine professional activity!

* * *

District of Columbia

The District of Columbia girls are advancing their professional standing in a big way by sponsoring a workshop for all employees—those new to the system as well as those of longer experience. The project, an effective in-service training aid, is scheduled for three successive Thursday evenings and is designed to satisfy the need to be brought up to date on recent changes in organization and administration of the Washington schools and the desire to improve the management of school offices and the work of the secretaries in those offices. Members of the administrative staff are cooperating with the secretaries in promoting and carrying on the workshop which is certain to be most effective. A grand idea, surely!

The D. C. gals also find time, incidentally, for organized recreation, and their

Bulletin reports that the bowling league has had a grand season.

* * *

Maine

The Maine School Secretaries' Association in its *Bulletin* reports an active membership of 24 for the 1946-47 year. Highlight of the year was the annual meeting in Bangor which is written up in the attractive publication as follows: "Our annual October meeting was attended by twenty-four members and two guests. It was a thoroughly enjoyable occasion highlighted by the presence of Miss Eleanor Dearden, our National School Secretaries' Association president, and Dean Glenn Kendall of the University of Maine. As speakers they left us with much food for thought and the anticipation of a summer workshop for secretaries right here in Maine. Following the usual business session and election of officers, an informal discussion of the summer workshop took place."

It's grand to know that Maine is to have its own workshop this summer. We're certain it will be most worth while and a great help to all Maine secretaries. keep up the good work you good people from down East!

* * *

Massachusetts

The Massachusetts gals had a tenth anniversary luncheon not long ago. Adele Chamberlain of Medford, president of the group, has written this interesting account:

"The Massachusetts Association celebrated its tenth birthday on Saturday, February 1, 1947, with a luncheon in the Crystal Ballroom of the Hotel Kenmore, Boston. We had an attendance of about one hundred members.

"The decorations at each table were large red hearts surrounded by lace and bearing a couple of measures of the words and music of 'Happy Birthday' stenciled in white ink. The favors were old-fashioned red bon bons containing paper hats which, however, many failed to put on inasmuch as they were wearing so many attractive models themselves

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(a la Dache, et cetera). We had individual tables seating from eight to ten persons with a hostess at each one. The hostesses left the room after the dessert was placed on the tables and, when the lights had been lowered, they returned bearing birthday cakes each lighted by ten red candles. It was really most effective. Music by a new recording system furnished the entertainment for us all during the luncheon. At the head table, in addition to the other decorations, we had a beautiful bouquet of spring flowers which was sent by one of our past presidents, Elizabeth Zurba of Norwood, who was unable to be present because of illness.

"At the head table, in addition to the officers, were four of our past presidents — Pauline Meads of Wakefield, Lydia Bagdikian of Stoneham, Mildred O'Connor of Revere, and Evelyn Gummer of Shrewsbury. We were most fortunate in having also Mrs. J. Stevens Kadesch, wife of the Superintendent of Schools in Medford, Eleanor Dearden, our National President of whom we are very, very proud, and Pauline Smith of the Maine Association.

"Before taking our places at the table, it is our custom to have a blessing song. The selection on this occasion was the 'Lord's Prayer' sung by Palmina Pasquantonio of Framingham, accompanied on the piano by Lydia Bagdikian of Stoneham, two of our own members. After the luncheon greetings were extended by Adele Chamberlain, the president. This was followed by remarks by Mrs. Kadesch, Eleanor Dearden, and Pauline Smith.

"We decided that as this was to be a birthday party only all business would be eliminated. Accordingly the meeting was turned over to Nina Spaulding and her group of entertainers who put on a marvelous show which we enjoyed to the utmost. The meeting came to a close with the group joining in singing 'Auld Lang Syne'."

Wish we could have looked in on that happy occasion, Massachusetts!

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Michigan

"The School Secretary—Professionally Speaking," theme of the sixth annual convention of the Michigan Association of School Secretaries, is indeed appealing, and plans for the meeting scheduled for April 26-27 in Lansing, indicate an outstanding occasion. The convention committee is to be commended for arranging so professional a program, features of which include well-planned discussion groups for secretaries on elementary school, secondary school, and administrative levels, and a timely address with a world-implication theme by Professor Preston Slosson, lecturer and commentator, University of Michigan.

Nine cities in Michigan have formed an organization and call themselves the "Association of Downriver School Secretaries." The Representative Board is made up of one elected girl from each city:

Allen Park, Mrs. Shirley Schmelke, Program Chairman.

Lincoln Park, Mrs. Bessie O. Hall, Secretary.

Melvindale, Mrs. Florence Nelson, Directory Chairman.

Grosse Ile, Miss Dorothy Kopke, On Program Committee.

Trenton, Miss Josephine Knight, By-Laws Chairman.

Riverview, Mrs. Sylvia Brighton, Treasurer.

Wyandotte, Miss Mildred Mielkie, Vice-President.

Ecorse, Miss Jeanne Wolfe, On Program Committee.

River Rouge, Mrs. Dorothy Niemann Ferguson, President.

The nine representatives elected the officers and committee chairmen. This group will meet once a month. The hostess group will be in the following order—River Rouge, September; Ecorse, October; Wyandotte, November; Riverview, December.

The Greater Muskegon School Secretaries Association was organized in June, 1946, with the election of the following officers—President, Esther Vanderzyl;

Vice-president, Arlene McComb; Secretary-Treasurer, Mildred Pearson.

The Highland Park Association of School Secretaries is another active group in the state of Michigan. Its program for the year consists of regular charity work to raise money for the many funds, consisting of a regular camp fund for underprivileged children, Community Chest, Red Cross, veterans' aid, and the like. In addition, each secretary either made or donated the money for a dress for the Community Center Christmas Fund. HPASS has also been active in the USO and have taken over Sunday work on many occasions, furnishing food and serving it to the boys. Several of the girls are with the Motor Corps and are still keeping up the work for the Red Cross. The group is also planning to hold several workshop programs and to bring in outstanding speakers for these workshops.

Grand Rapids and Flint also boast effective secretarial associations. At a recent Grand Rapids meeting the speaker was Leonard C. Vander Linde, Jr., a World War II veteran, who lost his left hand in Germany. He showed his "prosthetic appliances" for the arm and demonstrated their usefulness. The Flint Association had a big spread in the local newspaper recently—picture and all—of how the group had been organized ever since November, 1937. The account told of the first meeting and the gradual growth of the association and of its taking an active part in the forming of the Michigan Association.

The Detroit Association, in its monthly *Newsletter*, reports a continuous round of professional activity. The group is working hard to improve its salary status and gains have been made, according to Maxine Armstrong, president. Social meetings, workshop programs, and cooperation with teachers' organizations in their civic and professional activities are all included on the agenda of this association. And they've published the grandest directory of their own membership—a wonderful idea—it's good looking and splendidly arranged.

An interesting announcement has come from Detroit that Ora Stanbery, well known to many school secretaries, was married on February 14. Her name is now Mrs. Arthur Dolsen. Our very best wishes to you, Ora.

* * *

Missouri

With the seventh annual convention of the Missouri State Association of School Secretaries now but a memory, the show-me state gals are busy trying to live up to the ideals set forth at that meeting. And reports from over the state indicate they're making good on their promises. The "Code of Ethics for School Secretaries," developed by one of last summer's Purdue Workshop committees, has been of particular interest to the group and the girls recognize in the code outline the opportunity for greater personal professionalization.

The Kansas City Association and the St. Louis County Association of School Secretaries have both reported a year of stimulating activity. In each group social meetings for fellowship have been alternated or combined with professional meetings at which outstanding speakers have challenged and inspired the girls to greater effectiveness.

* * *

New Hampshire

At press time for this column the spring meeting of the New Hampshire Association of School Secretaries was still ahead—being scheduled for Saturday, April 12, at the Junior High School at Nashua. A luncheon at the Laton House, preceding the meeting, was designed to provide the social atmosphere of the occasion. On the docket is the important item of affiliation with NASS. By the time you read this note we hope this objective has been accomplished.

We'll be eager to hear all about your meeting, Esther Magnuson, and we're grateful to you for writing to tell us it was coming up.

* * *

New Jersey

The attractive New Jersey *Bulletin* reports significant activity in the Garden

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State. The tenth anniversary of the association will be observed May 10 with a festive spring luncheon at Kresge's in Newark.

New Jersey's plan of county membership chairmen sounds like a great idea. How about following that scheme in other states? And these New Jersey gals also hold regional meetings to afford an opportunity for more secretaries to be aided by the professionalizing program. Orchids to you, New Jerseyites, for your ambitious plans and their excellent results.

Word also comes from New Jersey that Dan Cupid has been busy there also. Margaret V. Kernan, former officer of the National Association of School Secretaries, was married on December 24, 1946, at the Saint Mary's Rectory, Salem, New Jersey. Margaret is now Mrs. Harry William French and is living at 22 Pearl Street, Meriden, Connecticut. Our very best wishes to you, Margaret, for much happiness.

* * *

Pennsylvania

Keyboard Kapers of the Pittsburgh School Secretaries Association is the only Pennsylvania paper to reach us for this column. It reports state-wide as well as local activity, however, and we can see from it that Pennsylvania secretaries are an alert and busy group.

They're working hard on certification in Pennsylvania and we hope that this worthy objective may soon be realized. It's to the credit of those gals that they want to professionalize themselves to the extent of being able to meet such certification standards as may be set up. *Keyboard Kapers* quotes the following statement on the subject made by Ann G. Kohute, junior past president of the Pennsylvania State Association:

"Many girls are fearful of certification because they are afraid this may cost them their positions. This is not so. All school secretaries would be given an opportunity to qualify for a position—not any of us would lose our positions because of this. Every secretary would be given four credits for each year of

service up to fifteen years. Since it would require 70 credits to obtain a standard certificate, a secretary who has worked fifteen years and would thereby be entitled to 60 credits would have only 10 credits to earn in subjects set forth by the State Council of Education, and she would be given perhaps seven to ten years to do this. Secretaries who already hold degrees would obtain a school secretary's certificate."

That's the spirit for advancing our profession!

* * *

Texas

A newcomer to our ranks has been heard from this month and I quote from a delightful letter from Fannie Billings, president, and Adelene Knott, secretary, of the Dallas School Clerks and Secretaries Association:

"Dallas Public School clerks and secretaries have formed an organization and have adopted as their purpose the four-point program used by the National Association. We hope to send you interesting news at a later date.

"So far as we know this is the only secretaries' association in Texas at the present time, but there may be one in San Antonio."

What about it, San Antonio? Are you with us? If so, please make yourself known.

Thanks, Dallas, for writing and the best of luck to you. We'll be waiting to hear from you soon again.

* * *

Wisconsin

The *Newsletter* of the Milwaukee School Secretaries Association is one of the most colorful and attractive of the papers that reach us. Bright spring colors are used for the several sheets of the March issue and, needless to say, the reading was the more enjoyable because of the variety and gaiety.

They surely have a good time in Milwaukee from *Newsletter* accounts. The March meeting, for example, was a St. Patrick's Day affair which featured "emerald" rings as favors for each secretary attending. The April get-together

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is announced as a card party and on June 5 the gals have reserved the lodge at Jacobus Park for their final social meeting of the year.

The Bowling League is flourishing in Milwaukee and as the *Newsletter* went to press the Atom-Ettes, the secretaries' team, had just come out of a tie with the City Slickers to gain undisputed first place. Nice going, gals—and stay up there! For spring and summer fun, participation in the Municipal Golf League is anticipated. Those gals are certainly sports minded, and it's wonderful.

And not to overlook professional activity as well, the *Newsletter* announces plans for the NASS summer meeting in Cincinnati and calls the convention to the attention of Milwaukee secretaries in most appealing manner. We're sure they'll have a large delegation.

Especially enjoyable and deeply professional in its underlying idea of what we go through to carry on our jobs is Sylvia Brook's "Reminiscences of the Snow Storm" which appears in the March Milwaukee *Newsletter*. Determined to be on time for work the day of the blizzard, Sylvia had herself an adventure endeavoring to get to school through waist-high snow banks, only to be forced back when forward navigation in the drifts proved impossible. Evidently school authorities had similar experiences, for when Sylvia finally returned safely to her warm home the radio very considerably announced that there would be no school that day! We admire, however, the very professional sense of duty that led her out on such a morning.

* * *

And that takes us through the alphabet again. Lots doing about the country, isn't there? And undoubtedly there's lots more about which we haven't been advised. Do try to tell us, won't you? Just send your notes, letters, bulletins, papers, and what not to

Frances E. Rosenthal
224 Library Building
Kansas City 6, Missouri

and keep 'em coming!

Thanks again and again for your future help and my deepest gratitude to all you faithful ones who have remembered me in the months just past—you're a grand bunch and I love you for your thoughtfulness.

Hope to see all of you before long. And remember, the flying invitation still holds!

YOUR LISTENING REPORTER

Every outstanding success is built on the ability and eagerness to do better than just "good enough".

* * *

The hardest thing a kid faces nowadays is learning good manners without seeing any.

* * *

Never shift your tongue into high gear . . . until you are sure your brain is turning over.—Threads.

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(Continued from Page 32)

better salaries for teachers. The flight from teaching will be checked or substantially stopped during 1947. Perhaps new phenomena such as strikes by teachers, direct collective bargaining between teachers and boards, and other recent aberrations from the normal will be less evident. Sympathetic as I must always be with teachers and their problems, I still hope we may ultimately be a real profession."—Henry H. Hill, President, American Association of School Administrators, president, George Peabody College for Teachers, Nashville.

"Yesterday the battlegrounds of freedom were in the streets, in the fields, on the beaches, in the mountain passes, on the snow-capped mountains, in the trees, in fox-holes, in the trackless jungles, in the seas, in the skies—all over the world. Today, the battlegrounds of freedom are in the schools, the churches, the homes, the places of business, in our cars, on the sidewalks, in our clubs, at our shows, in our night clubs—wherever we are at the time we are there. As we learn to live together as free men in the smaller everyday affairs of life, we will build the kind of country of our dreams. We can have the kind of community, the kind of city, and the kind of world we are willing to build day in and day out as we live together."—Alexander J. Stoddard, superintendent of schools, Philadelphia, Pennsylvania.

"Superintendents must inspire in their teachers the feeling of being a vital part of this great enterprise—must make them feel the precious sharing of responsibility. Success for the administrator is dependent on the teachers, who sharing the work should also share the glory. Good teachers go to the school systems where teachers share in the policy making and even in the budget making. In this kind of atmosphere everyone gives his best and grows better."—Pearl A. Wanamaker, president, National Education Association; state superintendent of Public Instruction, Olympia, Washington.

The sunshines on a house; but it
shines in a home."

"The greatest undeveloped resources
of any nation are its people."

* * *

"The man who admits he has a lot to
learn has learned a lot."

"Opportunity never knocks for persons
not worth a rap."

* * *

"A chip on the shoulder is too heavy
a piece of baggage to carry through
life."—John Hancock.

"All things come to him who waits—
provided he knows what he is waiting
for."—Woodrow Wilson.

* * *

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JUST IN FUN

In a Sociology Class (on a test):

Teacher: Give me the definition of Sociology.

Willie: Sociology is the study of Human Beans.

An enterprising youngster in Jackson Heights, N. Y., has started a new business. His business card has this information:

Mr. Harvey Hector, Jr.

Person Escorter.

Tots and Kiddies took to school and returned, prompt in perfect condition—if received that way.

Military discipline.

Rates 25c a week.

Refined conversashun.

No extra charge for nose wipin'.

All I ast is a trial.

A school teacher received this note one morning: "Please do not give my son any more home work. The question you asked about how long it would take a man to walk around the block 40 times caused me to lose a whole day's work. Then, after I had walked it, you marked the answer wrong!"

Overheard at the beach:

Small boy: "Mummy, may I go in the water?"

"No, darling, it's far too deep."

"But Daddy is swimming."

"Yes, dear, but Daddy's insured."

Small boy: "I'm not afraid of going to the hospital, Mom. I'll be brave and take my medicine."

Mother: "That's my good boy!"

Small boy: "But I ain't going to let them palm off a baby on me like they did on you. I want a pup."

There's a tale going around the Iowa State campus of a certain English professor who went over to a local apartment house and asked to see the list of people living in it. He didn't have to go through very many names before he found the one he was looking for, and said, "Put my name down for this man's apartment, please. I just flunked him, and he'll be dropping out of school any day now."

Mandy, sixty years old but looking much younger, was asked the secret of hiding her years. She said, "When ah works, ah works hard; when ah sits, ah sits loose; an' when ah starts worryin' ah jes goes to sleep."

The teacher was giving the youngsters a mental drill. "Now, Bobby, tell me which month has twenty-eight days in it."

Bobby had forgotten. After a moment he had the answer, "They all have."

An inspector, visiting a country school was extremely annoyed at the noise made by the pupils in an adjoining room. At last, unable to stand it any longer, he opened the door and burst in upon the class. Seeing one boy taller than the others and talking a great deal, he seized him by the collar, removed him to the next room, and stood him firmly in the corner.

"Now you stand there and be quiet!" he commanded.

Ten minutes later a small head appeared around the door of the inspector's room and a meek voice asked:

"Please, sir, may we have our teacher back?"

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Massachusetts—Miss Elizabeth Zurba, Norwood School Dept., Norwood.
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Kansas—Miss Marcella Yoho, Wichita High School East, Wichita 7.

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Missouri—Miss Betty Segelcke, Room 203 Public Library Bldg., Kansas City.

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Washington—Miss Ruth Markhus, Mason City High School, Coulee Dam.

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(Not necessary unless you wish to give it.)

(Forward this application, with one dollar for annual dues, to Mary E. Bowers,
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